

Indexers' Medal 2004 Report of the Panel of Judges

There were 15 entries for the Indexers' Medal this year, five from New Zealand and ten from Australia.

While most indexes would serve their purpose well, there was one aspect which reduced the effectiveness of several. Some Australian and New Zealand indexers tend to forget that their work will be used by others who know little of the customs or conventions of particular societies, e.g. a New Zealand book which uses the terms 'Maori' and 'indigenous people' in the text has no index entry for either, and a book on Australian politics with considerable material on Aboriginal people in Australian society but no entry under or cross reference from 'Aborigines' or 'Australian Aborigines'. Some mistaken idea of political correctness seems to have inspired the indexer to use the entry 'indigenous people', a quite nonspecific term.

A similar problem occurs with unfamiliar names. We indexers have textbooks which tell us how hyphenated names, Aboriginal names, Arabic and Hebrew names, etc. are entered, but if our readers are to find what they want they need cross references. Many readers will not know that the poet formerly known as *Kath Walker* will be found under *Oodgeroo Noonuccal*, and, those of us who are not familiar with Maori names will puzzle over whether to look for *Tē Ata Awa* under 'Tē' or 'Ata' or 'Awa'.

If we want to speak to the world we may have to help our audience, and cross references are one way to do so.

Another problem is evident in some of the works, for which the publisher and designer are responsible. This occurs

where sub-entries carry over into a new column. In one of the indexes the designer had managed to scramble the order of the sub-entries, which finished



Tordis Flath, winner of Indexers Medal 2004 with Max McMaster, 'Highly commended'.

up in two sequences separated by three columns. When indexers find this out it is usually too late to remedy. In many cases indexers will have done some supplementary proofreading—surely the courtesy should be returned in the form of greater care with the index.

I would like to comment on three entries:

A Sort of conscience: the Wakefields, by Philip Temple (Auckland University Press, 2002).

This work suffers from the lack of some cross references as well as by the chronological arrangement of sub-entries which makes searching tedious, and from cramped layout. However despite these limitations **Simon Cauchi** is to be congratulated for a very good index which will be particularly useful to serious readers and researchers.

Biology: an Australian focus, by Pauline Ladiges, Barbara Evans, Robert Saint and Bruce Knox 3rd edition (McGraw Hill Australia, 2005).

This is a very substantial textbook, with a new index to this revised third edition. The index has created order out of an enormous amount of information with consistent indication of the various kinds of illustrative material. A weakness noted is some limited use of cross references, e.g. while T-cell receptors are referred to in the text by the abbreviation TCR, only the full version appears in the index.

This index is by **Max McMaster**, President of the Victorian Branch of ANZSI. He is highly commended for this work.

Toss Woollaston: a life in letters, edited by Jill Trevelyan (Te Papa Press, 2004).

This work combines letters and life story, with a separate section devoted to biographies of people in the artist's private and public life. The index is thorough, including references to footnotes, biographical entries and illustrations, and with clearly expressed

(continued overleaf)

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Deadline for May issue:	29 April

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It is *your* newsletter, and we are totally dependent on contributions, both large and small, from members. Please contact the editor if you have any questions about the suitability of items for publication. The editor reserves the right to edit or abridge contributions.

Please send files via email in MS Word Rich Text Format or plain text (ASCII). Do not embed footnotes in Word files.

Next deadline

29 April for the May issue.

Graphics

Image files can be accepted in most common formats. Do not embed images in text files. Camera-ready art and photos can be scanned by the editor. Note that photos need to be clear, sharp and contrasty if they are to copy well in black and white.

Advertising charges

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A\$55 per year, A\$28 half year (July to Dec).
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(international indexing journal)

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registration.html>

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News and coming events

ACT Region Branch activities

Tuesday, 12 April, 5.30–7.30 pm. We will hold a light-hearted ‘post mortem’ on last month’s Melbourne National Conference in the Friends’ Room, National Library of Australia. Drinks and nibbles will be served. Come along and say what you thought about the conference, or, if you didn’t go, come and listen to those who did. We hope to have a report on this meeting in the next newsletter.

Tuesday, 19 April, 5.30 pm. Mentoring in the ACT. Mentoring has become an important issue for various branches of the Society. The ACT Region Branch will be holding a meeting for those interested in the mentoring process at the ACT Heritage Library, on the second floor of the Woden Public Library, next to the Woden Plaza.

Edyth Binkowski, secretary

Victorian Branch: button up your overcoat ...

Do you have a shoe box full of odd buttons stored in your attic, sewing room, garage or under the bed? If so, bring them along to an exhibition of buttons collected over a period of 20 years by a retired school teacher and craftsperson which explains her interest in conservation. Such is her passion she goes by the unofficial name of Sally Buttons and her extensive collection includes historic buttons from around the world, representing many eras and fashions. More than being mere clothes fasteners, Sally says they are a link to the past.

If you would like to hand over some or all of those matched or loose items you have at home, do bring them along, together with any button tins you may have. Apparently button collecting is the second biggest hobby in the USA where they hold national competitions to show and award prizes. As is our custom, we have asked Sally to join us for dinner at a nearby restaurant and we would love to have your company also. It will be on **Wednesday, 8 June**, at 6.00 for 6.30 pm. The venue is ACER, 19 Prospect Hill Rd, Camberwell. We will ask for a \$5 donation in aid of Camberwell North Disabled Scouts Troop. RSVP to:

Jenny Restarick, phone (03) 9528 2539, email <cliffres@connexus.net.au>.
(Yes, we’re running this notice again because the event is still a long way off and we don’t want you to forget to mark your diary.)

Jenny Restarick, Vice President

News from the NSW Branch

The NSW Branch welcomes new member **Helen Payne** of St Leonards.

At the recent conference, the information architecture for the new ANZSI web site was presented to a meeting of the National Executive. Recommendations from the committee will be discussed at the next meeting of the project team in April.

Caroline Colton, President

(Indexers’ Medal, 2004, continued from page 1)

sub-entries. The judges considered this to be a very creative piece of indexing especially in the framing of sub-entries. The minor weaknesses noted were one reproduction which missed being indexed and a small case of run-over sub-entries without heading. One judge queried the entries under the artist’s in-laws as ‘Mr’ and ‘Mrs’ Alexander without use of their forenames, Joseph and Margaret. But these do not affect the usefulness of the index.

One judge described the artist as the ‘Lloyd Rees of the New Zealand art world’ who deserves to be better known in other countries. This collection of his letters with some 48 reproductions of his paintings will help to achieve this.

The index is by **Tordis Flath**, President of the New Zealand Branch of ANZSI. She is congratulated for this fine piece of indexing work and awarded this year’s Indexers’ Medal.

*Judges: Ann Bentley, Pam Jonas,
Michael Ramsden, John Simkin (Chair)*

From the President

Thought for the day . . .

Everyone comes away from a conference with a different set of impressions, ideas and inspirations. I would like to share with you some thought-provoking, inspiring or otherwise notable quotes from our recent Conference in Melbourne, whose theme was '**Indexing: Engage, Enlighten, Enrich**'.

- * 'Indexes are critical tools for the organised researcher' – Keynote speaker Professor Neil Archbold.
- * 'We don't want to solve an old problem when there are new problems to be solved' – Fiona Mitchell, discussing EdNA Online.
- * 'We are challenged to deal with the 'endless variety of the human mind' – Tolstoy, from *War and Peace*, as quoted by Glenda Browne in her paper on 'Evidence Based Indexing'.
- * 'Life is easier with an index' – slogan on Conference T-shirts, courtesy of the Victorian Conference Organising Committee.

Lynn Farkas

Society of Indexers Annual Conference 2005

Connections: *Working in the Present—Learning from the Past*

Friday to Sunday, 8–10 July 2005, at the University of Exeter England.

The ANZSI Committee is calling for expressions of interest from any ANZSI member who will be attending this conference and who would be prepared to be the ANZSI official delegate. Financial assistance towards the conference registration fee is available.

Please contact the Secretary at <secretary@aussi.org> to register your interest.

The closing date for expressions of interest in attending either of these two conferences is 14 April 2005.

Indexing and Abstracting Society of Canada Conference 2005

Conference and General Meeting, Ottawa, June 8–9, (preceded by Cindex and Macrex workshops in Ottawa). Free registration is offered to a member of ANZSI who is prepared to be the official ANZSI delegate. Please contact the Secretary at <secretary@aussi.org> to register your interest.

The details for the IASC conference are now under development. So far, the program includes a panel on scholarly editing and presentations on evaluating indexes and on indexing in multicultural and multilingual environments. For further information, please contact Elizabeth Macfie <macfie@editors.ca> or check <www.indexingsociety.ca/conferences.html>.

News from the New Zealand Branch

On 17 March, the New Zealand Branch had its official launch with a lunchtime reception in Wellington. Publishers, editors, indexers, librarians and other interested parties were invited to hear an opening address by the President followed by a champagne toast and lunch.

The President outlined how the branch came to be formed; how the Mentoring Scheme and Freelance Register are being set up; and how two groups formed with another strong group currently forming in Nelson. She described the current and planned activities; the aims of the New Zealand branch to promote indexing in New Zealand, networking and training opportunities, and liaison with other groups; and explained that ANZSI membership is open to everybody interested in indexing.

A discussion followed about the New Zealand publishing market and how indexers and publishers can work together to continue to improve the quality of indexing in New Zealand. Requests were received to talk to sales and marketing people from the publishing industry and educate them on the value of an index. It was a most enjoyable and informative event for all.

The first Speakers' Meeting in Auckland has taken place and series of meetings is currently being planned for the rest of the year.

The Mentoring Scheme forms were approved by the NZ Branch and sent out to all potential mentees. It was noted that

a Mentoring Committee was formed at the conference, made up of the various branches, aiming to standardise mentoring procedures. Meanwhile individual branches would continue with their current schemes.

Discussion on the Freelance Register was deferred until the recommended rate had been discussed at the conference although it may be decided not to include it in the end.

Conference highlights:

Four New Zealanders took part in the conference, with two of them presenting papers: one on indexing the *Otago Daily Times* and the other discussing journal indexing. A warm welcome was once again extended to the NZ Branch. The Indexers Medal 2004 report included recognition for Simon Cauchi's index for *A Sort of Conscience: The Wakefields* and the award of the medal for Tordis Flath's index for *Toss Woollaston: A Life in Letters*. Much discussion ensued and much consensus was reached. It was wonderful to meet people there and the time passed in a whirlwind, finishing off with a motorcycle tour down the coast for a day!

Coming Events:

Reporting back to the committee on the conference and planning further speakers' meetings. We'll keep you posted!

Tordis Flath, President

From the literature and other thoughts

i-Torque, i. 21, Jan 2005

This issue of *i-Torque* contains information on the program Timekeep, a useful utility for keeping records about indexing, written by Charles R. Anderson. There is more information at www.the-indexer.com/timekeep.htm.

Some students at the University of British Columbia have created a webpage about the life and work of Betty Moys, indexer and creator of the Moys legal classification (www.slais.ubc.ca/courses/libr517/03-04-wt2/projects/Moys/index.htm).

i-Torque, i.22 Mar-Apr 2005

In 'Publishing trends for indexers', Nancy discusses public library book buying statistics, and examines the specialised fields of self-help (doing really well), health, computing (declining in many areas) and religion. Rick Warren's *Purpose-driven life* has sold 18 million copies – the best selling hardcover in US history! The only book on the February religion best-selling list with an index was by the Pope. Interestingly, John Safran on his music TV show noted some Christian music groups that sold more copies than most well-known musicians. There might be a large untapped market here.

Ancestor v.27 n.4 December 2004

The *Australasian Genealogical Computer Index* (AGCI) has now been released on CD (p. 9). It contains 3.9 million records from 39 family history societies and institutions throughout Australia and New Zealand, and has previously been available on microfiche.

The Australasian Federation of Family History Organisations is planning to publish a database on the Internet containing details of genealogical indexes. Submissions will be via the website when it is established (www.affho.org/projects/index_of_indexes.php). This index is intended to replace a similar index which was been maintained by Judy Webster (previously an AusSI member) for many years.

My son Bill recently had to investigate his family history as part of a Year 9 assignment. In his process log he made the point that when searching by name he got thousands of hits. He should have limited the search by adding extra information such as birth and death dates, but if he knew these, he wouldn't have to do the search, as they were main things he was trying to find out. It indicates the skill of family history researchers in identifying the records they need.

Australian family histories: a bibliography and index, compiled by Ralph Reid (RS and AF Reid, in association with Gould Genealogy, 2004. ISBN 0958692149, 316 p.), provides information on family names discussed in printed family histories. The first part of the book is the index to over 59,000 family names, while the second part is a bibliography listing over 3400 books.

The Onion, v.41 i.5 2 February 2005

The Onion (www.theonion.com/infograph/index.php?issue=4105), inspired by the introduction of Google Video, tried to imagine what other treats Google might have in store for us. Ideas included:

- Launch *Google Good Men*, as good men have historically been hard to find
- Enter beta testing for *Google Apartment*, which will let users search for shoes, wallet and keys
- Occasionally shut down so people stop taking them for granted
- Add 'I'm Feeling Lonely, Miserable And Unlucky' button to homepage.

Information Architecture for the World Wide Web

Information Architecture for the World Wide Web (first edition, 1988) is now available online. The index is at www.monkeytools.com/oreilly/webdesign/infoarch/index.htm.

Sidelights

I am catching up on old issues of *Sidelights*, which you will see in the next issue of the newsletter.

New words

I've learned three new words in the last month. In the 'Champions' horse racing museum in Melbourne I saw a **toodlebuck** – a round disc with sectors labelled with various options. A dial was spun and the sector it landed on was the option chosen – in this case, the bet to be laid at the races. A man in my tour group said that his family had used toodlebucks for decision making when he was a child, but he had always thought it was a name his parents had made up. The name probably came from tootle 'to walk, wander' + (th)em + buck 'a gambling marker' (www.anu.edu.au/andc/ozwords/October_96/4._from_the_centre.htm). Now if I ever have an image of one to index I'll know what to call it!

In an index Jon made to a book on human resources I found the word **presenteeism**. This is an affliction which makes you arrive at work before the boss and stay at work until after the boss has left. I suspect that a lot of indexers suffer from this problem, but since we are our own bosses it is difficult to diagnose.

Finally, there must be information overload if kilo, mega and tera are not enough to describe it. Emeline Haight's conference paper noted the production of **exabytes** (10^{18}) of data each year.

Glenda Browne

If you were fascinated by Clodagh Jones' wonderful presentation on indexing apple labels at our Melbourne Conference, you can see an online exhibition of the actual labels at the State Library of Tasmania site at <http://images.statelibrary.tas.gov.au/> - just click on the 'Apple and pear labels' box to see almost 350 examples.

Sandra Henderson

Amendments to the ANZSI Constitution

Proposals to amend the Constitution were voted on at a Special Meeting of ANZSI held at the Melbourne Conference on 18 March 2005. The proposals (changes and additions appear in italics) and the results of the voting are as follows:

From the Victorian Branch

11bii Branches Operation

Each Branch will:

be provided with a non-refundable establishment grant and *be provided with further annual per capita support*. Further financial support may be provided at the discretion of the National Committee.

Motion Lost

The meeting agreed in principle with the provision of annual per capita support but decided this statement would be included in Administrative Procedures to be developed to accompany the constitution rather than in the constitution itself.

From the New Zealand Branch

6b Committee

At meetings (*face to face or electronic*) of the Committee a quorum will consist of three (including either the President or Vice-President).

Motion Lost

11bvi Branches Operation

Each Branch will:

be responsible for maintaining contact with members through Branch meetings (*face to face or electronic*) and/or activities including at least the Branch Annual General Meeting (*face to face or electronic*).

Motion Lost

The meeting agreed that face-to-face or electronic meetings would be covered in the definitions which accompany the constitution, the wording to be 'A meeting may not be face-to-face but may be electronic or encompass other formats'.

From the ACT Region Branch

7 Election of Office Bearers

7f Voting will be by ballot. *Absentee* votes will reach the *Returning Officer* not later than the day preceding the Annual General Meeting.

Motion Carried

7g A Returning Officer will be appointed by the Committee *at least seven days prior to the Annual General Meeting*.

Motion Carried

7h *In the event of no nominations being submitted, the Returning Officer may call for nominations without notice at the Annual General Meeting.*

Motion Carried

10. Meetings

10d Proxy voting

Proxy voting at either Annual General Meetings or Special Meetings will be permitted for voting on any issue other than the election of office bearers.

- i. Proxies must be members of the Society.*
- ii. Members can nominate another member or the chairperson of the meeting as proxy.*
- iii. Notice of intention to vote by proxy and the choice of the nominated proxy must reach the chairperson of the meeting not later than the day preceding the meeting.*
- iv. Notice of intention to vote by proxy must be submitted on the prescribed form.*

Motion Carried

13b Amendments to the Constitution

Proposals to amend the Constitution will be submitted in writing to the Secretary not later than *twenty-eight* days before the date of the meeting at which they are to be considered.

Motion Carried

Recommended Rate for Indexing

ANZSI last updated its recommended rate for indexing in October 2001, at which time the rate was set at A\$44.00 per hour excluding GST. Taking into account the advice of the subgroup which investigated changes to the rate, in January 2005 the ANZSI Committee recommended a new rate of A\$55.00 per hour plus GST where appropriate.

The NZ Branch is currently investigating what might be the right rate for NZ, as they feel that the market in NZ is different from Australia. They asked for permission to set a different rate.

This issue was raised for discussion at the Special Meeting of the Society held at the Melbourne conference. After a lively debate the consensus view was that there should be one rate for the Society. This rate is a recommended rate and as such provides the basis for negotiation with clients.

From the Conference



Deep in discussion...

President Lynn Farkas and keynote speaker Professor Neil Archbold

Indexing journal articles with multiple authors

A report from the conference

Tordis Flath and Max McMaster coordinated a discussion at the recent ANZSI conference in Melbourne on the indexing of journal articles with multiple authors. This followed on from Max McMaster's presentation on journal indexing at the Hobart conference in 1999.¹

Tordis used content from a Genomics journal to present examples of an approach discussed in Max's earlier paper and an alternative approach – I've edited these a bit for the report below. Because we had a productive discussion and reached consensus (at least between the more vocal among us) the group suggested that I write this up for the newsletter.

Option One – full details at principal author with references from others

The first option we considered was the inclusion of full citation details under the name of the first author, with references from all other authors. The disadvantages included a long entry at the first author's name and the fact that no information about the topic of the article was available at the entries for the co-authors, so that if one person had co-authored three papers you would have to look up all three to see if they were the on the topic you were looking for. The advantages included the cohesion of the full citation at the first-named author (eg the second Breyer entry below).

Amar, Salomon; Breyer, Benjamin; Regulation of tumour necrosis factor-_α gene expression 31-44

Breyer, Benjamin see Amar, Salomon

Breyer, Benjamin; Jiang, Wei; Cheng, Hongwei; Haydon, Rex; Zhou, Lan; Feng, Tao; Ishikawa, Akira; He, Tong-Chuan; Development and use of viral vectors for gene transfer 45-63

Cheng, Hongwei see Breyer, Benjamin

Feng, Tao see Breyer, Benjamin

Haydon, Rex see Breyer, Benjamin

He, Tong-Chuan see Breyer, Benjamin

Ishikawa, Akira see Breyer, Benjamin

Jiang, Wei see Breyer, Benjamin

Zhou, Lan see Breyer, Benjamin

Option Two – each author's name with title details and page number; no entry with full details

The second option was to include title details at the name of each author, thus avoiding cross-references and a long entry at the first author. The disadvantage of this method was the loss of the connection between the co-author and the full details of the paper.

Amar, Salomon, Regulation of tumour necrosis factor-_α gene expression 31-44

Breyer, Benjamin, Development and use of viral vectors for gene transfer 45-63; regulation of tumour necrosis factor-_α gene expression 31-44

Cheng, Hongwei, Development and use of viral vectors for gene transfer 45-63

Feng, Tao, Development and use of viral vectors for gene transfer 45-63

Han, Xiaozhe, Regulation of tumour necrosis factor-_α gene expression 31-44

Haydon, Rex, Development and use of viral vectors for gene transfer 45-63

He, Tong-Chuan, Development and use of viral vectors for gene transfer 45-63

Ishikawa, Akira, Development and use of viral vectors for gene transfer 45-63

Jiang, Wei, Development and use of viral vectors for gene transfer 45-63

Zhou, Lan, Development and use of viral vectors for gene transfer 45-63

Our consensus decision

After much discussion, our group found a format that seemed to combine the best of both approaches, in that it kept the cohesion of the full citation under the name of the first author, but also gave title/subject and first author details under the names of the co-authors. Disadvantages of this method are that it takes more space than either of the others; however, if necessary, titles could be abbreviated while still giving adequate information for decisions about whether to look up a page or not.

Amar, Salomon; Breyer, Benjamin; Regulation of tumour necrosis factor-_α gene expression 31-44

Breyer, Benjamin; Jiang, Wei; Cheng, Hongwei; Haydon, Rex; Zhou, Lan; Feng, Tao; Ishikawa, Akira; He, Tong-Chuan; Development and use of viral vectors for gene transfer 45-63

Breyer, Benjamin, (with Amar, Salomon) Regulation of tumour necrosis factor-_α gene expression 31-44

Cheng, Hongwei, (Breyer, Benjamin et al.) Development and use of viral vectors for gene transfer 45-63

Feng, Tao, (Breyer, Benjamin et al.) Development and use of viral vectors for gene transfer 45-63

Haydon, Rex, (Breyer, Benjamin et al.) Development and use of viral vectors for gene transfer 45-63

He, Tong-Chuan, (Breyer, Benjamin et al.) Development and use of viral vectors for gene transfer 45-63

Ishikawa, Akira, (Breyer, Benjamin et al.) Development and use of viral vectors for gene transfer 45-63

Jiang, Wei, (Breyer, Benjamin et al.) Development and use of viral vectors for gene transfer 45-63

Zhou, Lan, (Breyer, Benjamin et al.) Development and use of viral vectors for gene transfer 45-63

What do other people do?

Since the conference I have consulted other references on the topic – fortunately we did not have Pat Booth's book² with us or we would have been discussing six (or more) options, not just two!

Booth's alternatives include using the author's name with a See reference to the principal author as well as a page number for the article. This approach was also discussed on Index-L on 12 May 1997³. Booth sees the entry 'Jones see Smith (54)' as being interpretable as 'Jones – see the article by Smith on page 54'. The use of parentheses around the page number is an attempt to make it seem less like a page reference, while still letting the user know which of the 'Smith' references they should be consulting.

Our consensus approach, which without the article title would be 'Jones (Smith et al.) 54', gets around the problem but without the anomaly of

having both a 'see' reference and a page number at the same entry.

The AS/NZS Standard 999:1999 does not go into detail on this topic. I could find nothing in Mulvany⁴, which is fair enough as her topic is 'indexing books', not journals. Wellisch⁵ deals with it briefly, providing an example the same as Option 1, above (p277, 1st ed.).

The index to *Key Words: Bulletin of the American Society of Indexers* uses an approach similar to our consensus, but with each author listed at each entry. This maintains the integrity of the full citation throughout, but at the cost of extra space (and while possible with four co-authors it would be impractical with any more). This method would also save typing in indexing software, as the subdivision for each entry would be the same. For example:

Maislin, Seth A.

'Connecting the Dots: Using Your Indexing Skills to Develop Metadata' (Brown, Maislin, and Vatovec) (conf rpt), 102-104

'Microsoft Products for Indexers' (Maislin, Ream, and Young) (conf rpt), 94

There are therefore a number of options for indexing authors of journal articles, and indexers will select the approach that suits the nature of the index and the space available. This discussion has, however, shown that there is at least one approach which allows the user to maintain the integrity of the citation under the first author, while also giving ready access from each co-author.

Many thanks to Tordis and Max for leading the discussion, and to all participants for their input.

Glenda Browne

1. McMaster, Max 'Journal indexing: some issues and maybe some answers'. *Proceedings of the 2nd International Conference of the Australian Society of Indexers* 27-29 August 1999, Hobart: Australian Society of Indexers, 2000. pp.96-98.
2. Booth, Pat F. *Indexing: the manual of good practice*. Munich: K.G.Saur, 2001.
3. Subject line: 'see refs with page numbers – and Norman Knight', http://indexpup.com/index-list/1997/08_May_1997.txt. The email was from

Drusilla Calvert although the 'From' line said 'Hilary Calvert'. The comment was made in response to a Macrex issue they were working on for a journal indexer.

4. Mulvany, Nancy. *Indexing books*. Chicago: University of Chicago Press, 1994
5. Wellisch, Hans. *Indexing from A to Z*. 1st ed. New York: H.W.Wilson, 1991

Victorian Branch: book indexing training

Tuesday 17 May: Introductory indexing (covers basic indexing principles and techniques).

Wednesday 18 May: Intermediate indexing (you index a 60-page technical publication using dedicated indexing software).

Both courses at Australian Council for Educational Research, in Camberwell.

Further information and application forms: contact Max McMaster, ph/fax: (03) 9500 8715; email: max.mcmaster@masterindexing.com.

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